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NOTES ON COLLECTION:

The following are some of the points that should be developed to improve the collection machinery of the intelligence agencies:

1. Collection should be specialized on subjects and items of greatest importance to the Government.
2. Attempts to cover the water front should be discouraged.
3. Collection missions being sent to the field should be consolidated agency wise.
4. Machinery must be developed to prevent request being sent to the field for information that is actually in Washington. This happens all the time! Such machinery will have to provide a standard request form for circulation among the agencies and later for use in the circular library index.
5. Collection request to the field will be of two kinds:
General and technical information. The fields which each intelligence agency will cover should be divided, then the technical information can be handled by each agency responsible for it, for example: The army ~~would~~ logically collect all information on the armament of the army of a given country, whereas, the State Department would logically be the agency "technically" interested in politics.
6. Collection missions which cover more than one technical piece of information when sent to the field should represent the coordinated request of all agencies on this subject and should indicate to which agency each subject has been assigned. This request should then be sent to the Ambassador, or chief of mission, who should be made responsible for delegating the collection to his staff in accordance with their ~~respective~~ respective abilities and facilities.

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7. Reports from the field covering interests of more than one agency should be consolidated reports, for example, the State Department representative would report on the political situation byt the Military and Naval Attaches comments on the military implications ~~was~~ and aspects of the policial report would be included in the report. Reports should be sent in on ditto form and circulated to all agencies.

8. The present army BID and Navy monograph index guide and State Department instructions for reporting should be combined into one standard series of instructions on reporting. Generally, and in detail, subject should be broken down and keyed to an IBM System.

9. Both an inter and intra department wise a system should be developed for coordinating requests to the filed to prevent duplicating requests or requests for information that is actually in Washington.

10. Care should be taken that the collecting groups do not initiate collection missions to the field unless these are requested by the intelligence researchers who are going to use the intelligence information. There is a tendency when a collection outfit is built up for it to start to become an intelligence group as well.

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